28 SEP 1972

MEMORANDUM FOR: Chief, Administration and Training Staff

SUBJECT   : Internal Management Review of the Office of
                      Security (Personnel Security Directorate)

        1.   There are three basic security functions which are
organized in the Personnel Security Directorate.   These three
functions are conducted in conjunction with other elements of the
Office of Security, other elements of the Agency, and other
elements of the U.S. Government.   Taking each of these
components separately, in order to present a clear under-
standing of what is entailed in each component of the Personnel
Security Directorate, I will be better able to show what the
present capacity of each component is and also show why in
some of the components any further cut would be disasterous
if certain essential work is to be accomplished.   I will show that in
only one component is there any possible area for cutting a few
slots, if we are required to do so.

## SECURITY RECORDS AND COMMUNICATIONS DIVISION

        2.   In the Security Records and Communications Division
(SR&CD), a thorough review of all the functions of that Division
was undertaken and I find it would be impossible to cut SR&CD
without seriously undermining the support given by SR&CD not
only to the Personnel Security Directorate, but to the Investi-
gations and Operational Support Directorate and other elements
of the Agency as well as other agencies of the U. S. Government.

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3. Most of the positions in SR&CD are clerical in nature and would not result in any great savings, if one or two slots were cut, but would result in further backlogging of essential records management type work which SR&CD performs. (See Tab A for those functions currently being performed by the Security Records and Communications Division.)
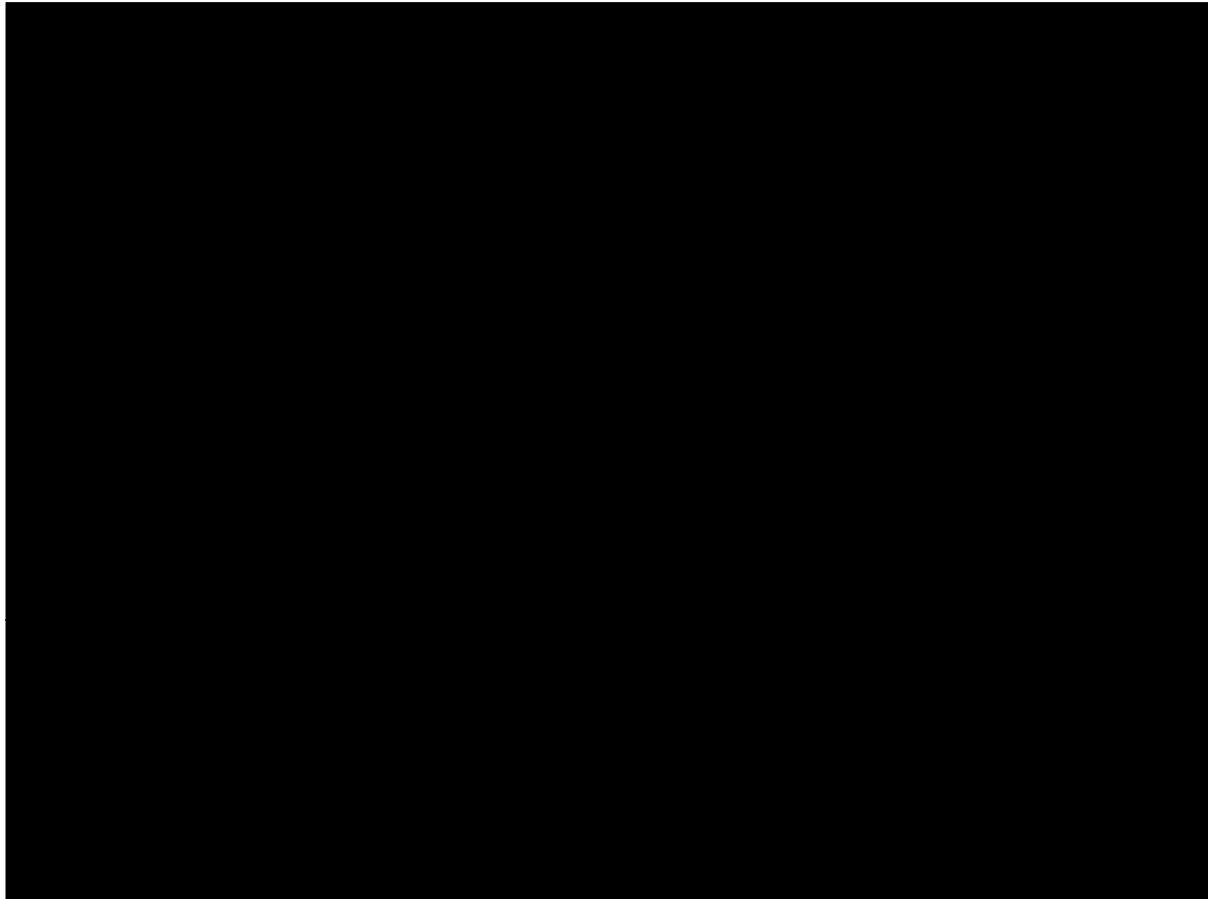
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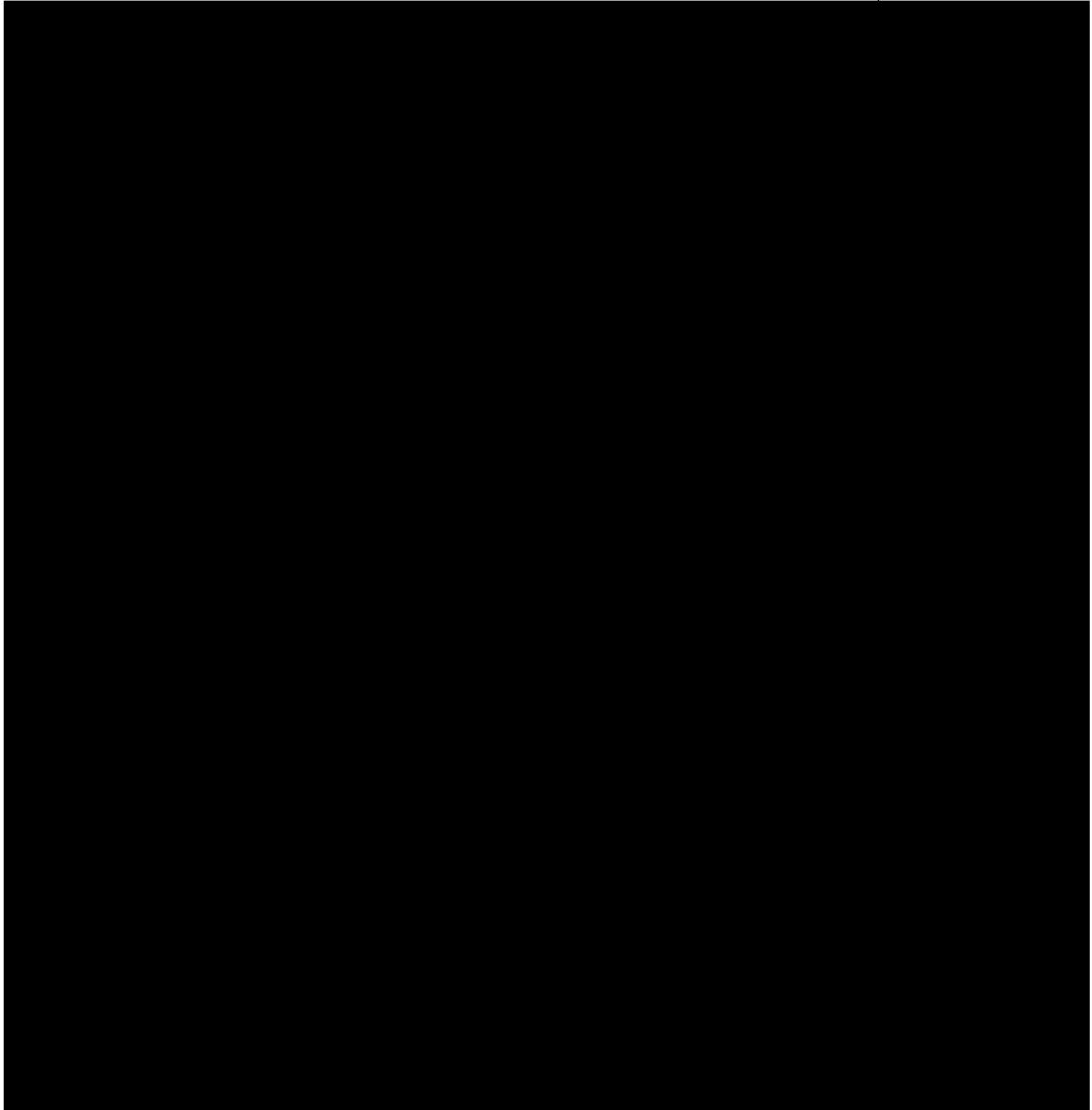
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PERSONNEL SECURITY DIVISION

8. The functions of the Personnel Security Division have been reviewed and priority or importance given to each of the functions. After reviewing the various functions in the Personnel Security Division, it is believed that, if necessary, the following slots can be cut if we are faced with a large cut in our Table of Organization.

9. In the case of the Clearance Branch, at the present time we have a Branch Chief, GS-14, and a Deputy Branch Chief, GS-13. It is believed that, if required, this one GS-13, Deputy Branch Chief position, can be cut. If this position is to be cut, then the GS-05, Secretary to the Deputy Branch Chief, slot can also be cut. As is known, there is no Deputy Branch Chief in the Clearance Support Branch.
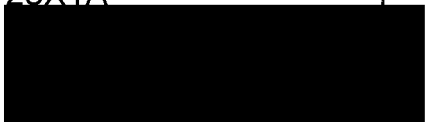
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10. The Employee Activity Branch has several functions which could be delegated elsewhere, if we are forced to cut drastically in the Office of Security. The functions which could be delegated are as follows:

A. Contacts with Representatives, Citizens, and Employees of Foreign Countries
B. Clearance of Speeches and Publications
C. Outside Employment
D. Non-Official Courses or Instructions
E. Court Procedures--Appearing as a Witness or Arrests
F. Joining Clubs and Organizations
G. Completing Questionnaires or Applications
H. Involvement in Publicity
I. Attending Conventions

11. It is contemplated that these functions would be handled by the Area Security Officers or the Area Division Support Officers. It is understood, however, and believed that these Area Security Officers and Area Division Support Officers would not be willing to assume any additional functions which they would believe rightfully belonged in the Office of Security. It is evident that they would continually refer to the Office of Security for advice and consultation on all these matters thereby negating any economies put into effect by these changes and in effect throw additional burdens on other Office of Security employees.

12. With this in mind, I feel that cutting further into the Employee Activity Branch would be non-productive. It is possible, if required, to combine the Employee Activity Branch with the Clearance Support Branch and thus eliminate an additional GS-14 slot with the possible elimination of two Security Assistant positions, a GS-09 and a GS-07.

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Deputy Director of Security
for Personnel Security

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First Priorities

Function	Position Responsibility
Planning, directing, coordinating, reviewing, and administering the various functions of SR&CD and the efforts of Division personnel.	C/SR&CD (GS-15) DC/SR&CD (GS-14) Clerical support by a GS-07 Secretary
Development, management, utilization, and protection of Security records.	C/SR&CD and DC/SR&CD C/Records Branch (GS-1 DC/Records Branch (GS-11)
Responsible for Automatic Data Processing operations within SR&CD and the development of procedures required to implement and maintain data processing systems.	C/SR&CD DC/SR&CD Systems Admin. Officer (GS-13 Prod. Control Specialist for Automation (GS-09)
Direct the establishment and maintenance of all office procedures which effect the input and output from five (5) data processing systems ████████████ and 1050 Tele-Communications). 25X1A	C/SR&CD DC/SR&CD Systems Admin. Officer P.C.S. for Automation
Procurement planning.	C/SR&CD

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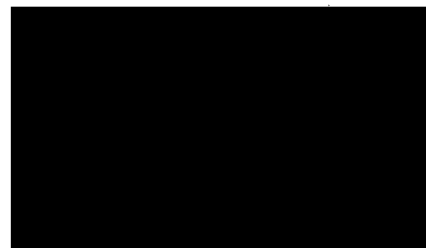|	Processing Section
25X1A . Process overt, covert, and operational support security cases including preparation of new Security files, ████████████ records, bio data sheets, and 25X1A scheduling o ███████ IPS, and DODCI checks.	████████████████████ ████████████████████ ████████████████████ ████████████████████
25X9 Release of investigative information contained in Security files to ███ accredited agents and investigators of 43 other Federal Agencies who in the process of conducting National Agency Checks require such information.	C/OANCS (GS-13) DC/OANCS (GS-11) ● Clerical support by two (2) GS-05 Security Clerks
25X1A Serve the needs of the entire Intelligence Community with a single compartmented clearance record and control facility for the positive control of ███ separate clearances listing personnel in both government and industry who have been authorized access to information controlled by ████████ compartmented intelligence systems. 25X1A	The Compartmented Information Branch (CIB) 25X9 ████████████████████ ████████████████████ ████████████████████ ████████████████████
Process and control requests for Compartmented clearances involving Agency personnel, employees of non-USIB member agencies, and the executive offices of the White House including presidential panels and committees.	All CIB Personnel.
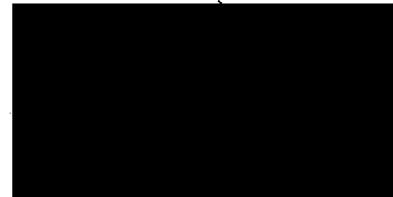
25X9

- Review, research and the analysis of Security files and information attached to investigative requests to determine pertinency to specific case of interest.

Review of Security dossiers for retirement under Files Retirement Program and preparation of input to the ▮▮▮▮▮System.

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Files Retirement Section·
of CAB

25X9

Maintain custody, establish accountability, and service requests for Security dossiers, both overt and covert.

25X9

All Files Section Personnel

Purging extraneous papers from Security files.

All SR&CD Professionals.

Review of Security files for Microfiche Project.

25X9

Responsible for the daily operations and activities of five (5) separate Sections of the Records Branch, (Files, Indices, Processing, Communications, and Computer Support Section).	25X9	██████████████
Selection of information and records to be placed in Vital Materials deposits of SR&CD at the Records Center.		██████████████
Maintain central registry for receipt and delivery of all OS mail and correspondence.	25X9	██████████████
Maintain the OS Master Index including indexing, cross-referencing, filing new index cards and purging.	25X9	All Indices Section ██████████████
Operate computer peripheral equipment including remote devices providing access to OS automated systems.	25X9	All Personnel of the Computer Support Section ██████████████
Preparation of all adds, changes, and deletions for the ██████████ Systems.		All CSS Personnel.

25X1A

Scheduling of production runs, collection of production
output, and determining completeness of reports provided
OS by OCS.

_____
25X1A
◊ Implementation of the new ▮▮▮▮ OS System.

Second Priorities

Function		Position Responsibility
Courier activities, both internal and external.	25X9	████████ - Couriers.
Preparation of summaries for use by other Security personnel during investigation and appraisal and in establishing clearability.		All CAB Professionals.
Review of PHS's, PRQ's, etc., to select names to be searched against ████ 25X1A		All Indices Section Personnel.
Control and dissemination of cables and dispatches including review of all outgoing traffic for coordination and format.	25X9	████████████
Review of ████ output to screen and eliminate non-identical "hits".		All Indices Section Personnel.
Handling of incoming and outgoing OS field office mail including maintenance of $500.00 imprest stamp fund.	25X9	████████████ with support from other clericals in Commo Section.

25X1A

25X1A Operation of IBM 1050 Tele-Communications link with
███████████ to transmit requests for DODCI check
and receive DODCI requests for check of CIA records.
No record results of CIA checks are also transmitted
via the link.

All personnel of the
Computer Support Section..

Filing of a variety of forms, reports, and memoranda
in Security files.

All Files Section
personnel.

Liaison with the Information Processing Services of
DDP to conduct IPS checks for OS. Conducts preliminary
review of positive IPS "hits".

25X9 ████████████
Clerical support from a
GS-05 Clerk Typist.

Operation of a secure teletype link between Headquarters
and OS field offices.

25X9 ████████████

Handles cables from field stations and other U.S. Intelligence
organizations throughout the world including cable replies in
response to compartmented clearance actions, certifying
clearances and granting permission to indoctrinate.

C/CIB
████████████
25X9

25X1A
Distribution of ██████ computer print-outs within the
Agency, to other government departments and participating
industrial contractors.

25X9 ████████████
in CIB.

Provide specialized surveys of records and files to obtain
available security information on organizations and
individuals not having a direct connection with pending
clearance actions.

25X9 ████████████
Prod. Control Specialist
for Automation.

25X9

Maintain a centralized data base covering leaks of
Intelligence information to public information media.

Briefing and debriefing of Agency employees on
compartmented clearances.

Training of personnel.   All first-line supervisors.

Third Priorities

Function	Position Responsibility
Accountability and control of Security cases pending in SR&CD.	25X9 ██████████
Hand-searching of impersonal names in OS Master Index.	
Preparation of delinquent files list and searching for mis-files.	
Maintenance of pseudonym and cryptonym card records for OS.	
25X1A Production of hard-copy ██████████ search results on priority requests.	
Numbering of correspondence to be placed in Security files.	

Key-punching and verification of cards to support the Badge and Credential file update.	Computer Support Section personnel.
Accreditation of other Agency representatives who visit the Agency to obtain investigative information. **25X9**	
Distribution of ▮▮▮ runs. **25X1A**	
Preparation of administrative memoranda, production reports, and miscellaneous reports.	All first-line supervisors.
Inter-Agency liaison contact.	All first-line supervisors.

Fourth Priorities

Function		Position Responsibility
Xerox reproduction.		Handled by male Record Clerks assigned to the Files Section. No full-time operator.
Handling of priority requests for files and name checks by the Personal Services Unit.	25X9	
Servicing pneumatic tube station for OS.		
Control of Top Secret and Restricted Data for OS.		
Documentation of files made available by [redacted] 25X1A for review by accredited representatives of other agencies.		
Preparation of badge requests for accredited agents.		
Verification of TWX billings.		

Records processing of Security disapproval cases.

25X9

Distribution of OS Notices, Agency Regulations,
Employee Notices, Employee Bulletins, etc.

Fifth Priorities

Function

Position Responsibility

Name grouping -- a project designed to provide
OS with an automatic surname-varient system to
be used by the ████ system. 25X1A

Indices and Computer
Support Section personnel:

Color-coding of Security file jackets to reduce
mis-files.

Part-time activity for
clericals when case-load
is low.